



Developing a State/Regional CBRNE Task Force



Program of Instruction

Updated: February 2006



National Emergency Response and Rescue Training Center

Texas Engineering Extension Service
Texas A&M University System

TEEX is a member of the
National Domestic Preparedness Consortium

Course Details

Course Length: 24 hours, typically delivered over three days, eight hours each day.

Delivery Location: At location designated by host.

Delivery Method: Classroom presentation.

Cost: No cost to the sponsoring jurisdiction. The course material and instructors are funded by the Department of Homeland Security, Office of Grants and Training. The sponsoring jurisdiction is responsible for any backfill, overtime, travel, and per diem for students to attend.

Educational Credits (CEU): This course is still in the Continuing Education Units (CEU) analysis and determination phase.

Certificate: TEEX certificate of completion.

Prerequisites: To be eligible to attend, participants must:

- Work in a supervisory or managerial capacity in one of the ten ODP responder disciplines/services
- Have completed a Department of Homeland Security (DHS) approved WMD (CBRNE)/terrorism incident awareness course
- Have the authority to commit resources and personnel toward the task force
- Have knowledge of NIMS, ICS and hazardous materials (HazMat) incident response

Target Audience: This course is designed for management and planning level personnel from the ten ODP responder disciplines/services who are responsible for making departmental commitment decisions regarding a regional CBRNE task force. The course participants should arrive at the course ready and able to negotiate what their jurisdiction can and cannot provide toward the regional CBRNE task force. Participants are expected to participate in instructor led discussions and contribute to writing portions of the concept plan. The third day writing activities will involve extensive inter-jurisdictional and departmental negotiations and concessions for the formulation of the task force concept plan. Participants should not be “on call” for normal emergency calls or dispatches during the course. While it is understood that some participants might be required to leave the class and respond to a large scale hazardous materials incident, or a terrorist incident, participants should expect to be in class for eight hours all three days.

Course participants include decision makers from the following ten ODP disciplines/services. All participants should have management level responsibilities that would involve the development, operation, and administration of a state/regional task force:

- | | |
|-------------------------------------|--------------------------------------|
| • Law Enforcement (LE) | • Public Works (PW) |
| • Emergency Medical Services (EMS) | • Governmental Administrative (GA) |
| • Fire Service (FS) | • Public Safety Communications (PSC) |
| • Hazardous Material (HazMat) | • Health Care (HC) |
| • Emergency Management Agency (EMA) | • Public Health (PH) |

Course Overview

Course Background

In the event of an incident involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) hazards, responders at many skill levels are called to protect the public. First responders need to bring specialized training and equipment to such incidents. The logistical and operational requirements of such responses require that first responders organize themselves so that they can quickly and effectively respond. This course was designed to assist multiple jurisdictions to organize around the concept of regionalism and develop a task force capable of responding to CBRNE incidents.

Regionalism is the concept of sharing resources, personnel and fiscal responsibilities within geographical areas so that jurisdictions can better prepare themselves for a CBRNE incident. This three day course brings together managers and director level personnel from the ten responder disciplines who will be responsible for developing and organizing a regional CBRNE task force. By stressing the opportunities that exist within the concept of regionalism, jurisdictions can share response equipment, personnel, and training, thereby reducing their overall fiscal responsibility toward a CBRNE capable task force. The course provides information on creating the task force and facilitates discussion among the course participants as they begin developing a CBRNE task force concept plan. The concept plan is the first important step in developing a CBRNE task force, much like a roadmap for future development planning meetings and discussions.

Course Description

This course is designed to help a state or region to establish a CBRNE incident capable task force that can quickly and efficiently augment initial first responders with specialized training and equipment organized under regional command. This specialized equipment and personnel may be spread out over many cities, many counties, or a combination of both. This course is not designed to provide a template for a state or regional task force to become a FEMA recognized National Urban Search and Rescue Task Force. The FEMA national teams are a large specialized organization of highly technical personnel and equipment. The state/regional CBRNE task force concept is designed to integrate seamlessly within the National Incident Management System (NIMS) and Incident Command System (ICS). If the state/regional CBRNE task force is overwhelmed, and state emergency management officials decide to request federal assistance, the state/regional task force may be augmented with additional resources not designated as CBRNE capable task forces.

Every attempt has been made in this course to use best practices from the federal task force concept as well as the regional strike team concept, taking both terminology and procedures from those systems. By following these templates, regional task forces will be able to mesh well with other responding agencies. These other responding agencies may be: Department of Defense WMD Civil Support Teams, Regional Hazardous Materials Teams, Disaster Medical Assistance Teams, and FEMA National US&R Task Forces. This course utilizes and follows the principles of NIMS and ICS and jurisdictions should utilize both systems in the development of their state/regional task force. This utilization provides for seamless integration with additional state and federal resources.

Course Overview (continued)

Course Purpose

The purpose of the course is to begin the CBRNE task force creation process. This course is a three day didactic instruction and facilitated discussion on developing a state/regional CBRNE task force. By stressing the opportunities that exist within the concept of regionalism, jurisdictions can share response equipment, personnel, and training, thereby reducing their overall fiscal responsibilities toward a CBRNE capable task force. Instructor facilitated discussions address local concerns and requirements that pertain to what the task force is expected to accomplish. After receiving instruction in the planning, organizational development, training, equipment, activation, deployment and sustainment of a CBRNE task force, participants will have the requisite knowledge and skills to effectively establish such a team in their area. This course is designed for management and planning level personnel from all ten ODP responder disciplines. This course takes those personnel through the discussions and negotiations that accompany bringing multiple jurisdictions and responder disciplines into one organizational response structure. This course is the first step in what will be many meetings and discussions within your jurisdiction and/or region on developing a CBRNE task force.

Sample timeline for the development of a State/Regional CBRNE Task Force

1. A jurisdiction or group of jurisdictions decide that they need to work together to create a regional approach to responding to CBRNE incidents
2. A task force administrative point of contact (POC) is chosen who helps identify the key management personnel from the various disciplines. These management personnel are responsible for contributing towards, developing, and organizing the regional CBRNE task force. These personnel are generally referred to as stakeholders.
3. The jurisdiction hosts the “Developing a State/Regional CBRNE task force” course and ensures that all relevant management personnel attend.
4. During the third day of the course the rough draft of the concept plan for the development of the CBRNE task force course is written by course participants.
5. The administrative POC revises the list of stakeholders and makes changes based on discussions during the course.
6. The administrative POC establishes working groups for various portions of the concept plan: Situation and Assumptions, Deployment Model, Equipment, Training, Position Descriptions, etc.
7. The administrative POC establishes regular meetings for the working groups and helps develop completion timelines for the development process of the task force.
8. The administrative POC conducts periodic program reviews to determine additional items of action for the development and sustainment of the task force.
9. The administrative POC provides regional training to brief emergency managers about the capabilities and limitations of the CBRNE task force.
10. After procedural review and practical exercises, the task force leader should declare the task force operational and ready to respond.

Course Scope

The scope of this course addresses a number of priorities and capabilities that Department of Homeland Security is encouraging state and local jurisdictions to establish. This course assists with establishing priorities for the National Planning Scenarios, National Preparedness Goals, the Universal Task List, and the Target Capabilities List.

National Planning Scenarios

The National Planning Scenarios are a reference to help federal, state, local, and tribal entities at all levels of government evaluate and improve their capabilities to perform their assigned missions and tasks in major events. This course gives a state/region the capability, once their task force is fully developed, to respond to ten out of the fifteen National Planning Scenarios described in the National Preparedness Goal:

- Scenario 1 – Nuclear Detonation – 10-Kiloton Improvised Nuclear Device
- Scenario 2 – Biological Attack – Aerosol Anthrax
- Scenario 3 – Biological Disease Outbreak – Pandemic Influenza
- Scenario 4 – Biological Attack - Plague
- Scenario 5 – Chemical Attack – Blister Agents
- Scenario 6 – Chemical Attack – Toxic Industrial Chemicals
- Scenario 7 – Chemical Attack – Nerve Agents
- Scenario 8 – Chlorine Tank Explosion
- Scenario 11 – Radiological Attack – Radiological Dispersal Devices
- Scenario 12 – Explosives Attack – Bombing Using Improvised Explosive Device

National Preparedness Goal

The National Preparedness Goal has three overarching priorities to focus on:

- 1) Implement the National Incident Management System and the National Response Plan
- 2) Expand Regional Collaboration – this course specifically addresses this priority
- 3) Implement the National Infrastructure Protection Plan

The capability specific priorities are:

- 4) Strengthen Information Sharing and Collaboration Capabilities
- 5) Strengthen Interoperability Communications Capabilities
- 6) Strengthen CBRNE Detection, Response, and Decontamination Capabilities – *this course specifically addresses this priority*
- 7) Strengthen Medical Surge and Prophylaxis Capabilities

Course Scope (continued)

Target Capabilities List

The Target Capabilities List (TCL) provides guidance on the specific capabilities and levels of capability that Federal, State, local, and tribal entities will be expected to develop and maintain. The current TCL identifies 37 essential capabilities. The following Response Mission target capabilities can be achieved with the successful development of a state/regional CBRNE task force:

- 1) WMD/Hazardous Incident Response & Decontamination
- 2) Urban Search and Rescue
- 3) Explosive Device Response Operations

Universal Task List

The Universal Task List (UTL) is a menu of tasks from all sources that may be performed in major events such as those illustrated by the National Planning Scenarios. Entities at all levels of government should use the UTL as a reference to help them develop proficiency through training and exercises to perform their assigned missions and tasks in major events. The UTL defines what tasks need to be performed to prevent, protect against, respond to, and recover from major events. The UTL does not address who performs a task or how to perform a task. Those issues are addressed in operational policies, plans, and procedures. The Developing a State/Regional CBRNE task force course gives jurisdictions the capability to perform the following tasks:

Function ID	Sequence #	Task
Com.A.8	1	Maintain available/ready external back-up response capability (e.g. CBRNE-trained military units/personnel)
Res.B.2	5	Conduct Hazardous Materials Response operations.
Res.B.2	6	Conduct public safety and security response operations
Res.B.4	1	Develop plans, procedures, and protocols to prepare for urban search and rescue operations

Course Modules

Module Overview

Module #	Module Title	Time Allocation
Day One		
Module 0	Course Orientation	1.0 hour
Module 1	Function of a State/Regional CBRNE Task Force	1.0 hour
	Lunch	1.0 hour
Module 2	CBRNE Task Force Concept Plan	6.0 hours
Day Two		
Module 3	Task Force Activation and Deployment	2 hours
Module 4	Task Force Operations	2 hours
	Lunch	1.0 hour
Module 5	Disengagement and Demobilization	2 hours
Module 6	Program Sustainment	2 hours
Day Three		
Module 7	Writing a Concept Plan	4 hours
	Lunch	1.0 hour
Module 7	Writing a Concept Plan (continued)	4 hours
TOTAL CLASSROOM HOURS		24 hours

Resource Requirements

Instructor to student ratios are 1:15 for all lectures, instructor facilitated discussions, and small group discussions and activities.

The following items are provided by the sponsoring jurisdiction for the delivery of this course:

- Classroom capable of handling all course participants
- Computer loaded with Microsoft PowerPoint®
- Computer Projector and screen
- Flip chart and/or whiteboard or chalkboard
- Flip chart markers and/or whiteboard markers or chalk

The following items are provided by TEEX for the delivery of this course:

- Participant Manuals (one per participant)
- Participant Manual companion compact disc
- Module 1 – 7 Microsoft PowerPoint® presentation slides
- Remote control device

Module 0: Course Orientation

Summary: The students will become familiar with the general overview of the course, and instructors will explain the goal of the course, and describe the course outline and structure. Students will also complete all registration and class rosters forms.

Instructional Resources Required:

- Module 0 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, participants will be able to describe the course and complete required forms.

Enabling Objective: Upon the conclusion of this module, participants will be able to:

- 0-1 Complete all introductory activities including course registration forms.
- 0-2 Explain the goal of the course.
- 0-3 Describe course outline and structure.

Duration: 1.0 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 1: Function of a State/Regional CBRNE Task Force

Summary: This module examines the functions that a state/regional task force can accomplish, the purpose for which task forces are created, and the roles and responsibilities of a state/regional task force. The module defines a task force mission statement, the task force organization, and it describes the federal standards and regulations that apply to operations of a state/regional CBRNE task force.

Instructional Resources Required:

- Module 1 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, participants will be able to describe the need for and purpose of a state/regional CBRNE Task Force.

Enabling Objective: Upon conclusion of the module, participants will be able to:

- 1-1 Define the term “task force”.
- 1-2 Define the roles and responsibilities of a state/regional CBRNE task force.
- 1-3 Define the task force mission.
- 1-4 Describe the task force organization
- 1-5 Describe the federal standards and regulations that apply to the operations of a state/regional CBRNE task force.

Duration: 1.0 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 2: CBRNE Task Force Concept Plan

Summary: This module addresses the task force concept plan and is comprised of lecture, multiple instructor facilitated discussions and small group activities. Students will address the follow in a concept plan: mission statement, the introduction, situations, assumptions, concept of operations, legal and medical issues, and memorandums of agreement and memorandums of understanding.

Instructional Resources Required:

- Module 2 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, participants will be able to describe the components of a concept plan for the development of a state/regional CBRNE Task Force.

Enabling Objective: Upon the conclusion of this module, participants will be able to:

- 2-1 Describe the mission statement of a state/regional CBRNE task force concept.
- 2-2 Describe the introduction to a state/regional CBRNE task force concept plan.
- 2-3 Describe the situations and assumptions which must be identified and addressed developing a state/regional CBRNE task force concept plan.
- 2-4 Explain the components of a concept of operations which should be addressed developing a state/regional CBRNE task force.
- 2-5 Describe the legal and medical issues and considerations that must be addressed developing a state/regional CBRNE task force concept plan.
- 2-6 Explain the role of memorandums of agreement (MOAs) and memorandums of understanding (MOUs) in sponsoring agencies' participation.
- 2-7 Identify helpful suggestions for writing a concept plan.
- 2-8 Discuss funding sources that are available for domestic preparedness.

Duration: 6.0 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 3: Task Force Activation and Deployment

Summary: This module provides students with the knowledge to develop a mobilization plan, establish the activation and deployment process. The students will discuss the regional considerations important to personnel, equipment, transportation and preparing for deployment.

Instructional Resources Required:

- Module 3 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, participants will be able to develop a mobilization plan for a state/regional CBRNE Task Force.

Enabling Objective: At the conclusion of this module, the participants will be able to:

- 3-1 Explain the importance of documentation and the documentation requirements for a State/regional CBRNE Task Force.
- 3-2 Differentiate between the terms activation, mobilization, and deployment.
- 3-3 Describe how the team would be notified and the team member call-out/notification process.
- 3-4 Explain the pre-deployment check-in process.
- 3-5 Describe the considerations for personnel, equipment, and transportation in preparing for deployment.
- 3-6 Develop a Mobilization Plan for a CBRNE Task Force.

Duration: 1.5 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 4: Task Force Operations

Summary: This module examines the operational activities involved in a CBRNE task force response. Lecture includes integration into the local ICS system upon arrival at the incident, the basic rules of response, the operational phases of a response, and the role of the reconnaissance team in a CBRNE incident.

Instructional Resources Required:

- Module 4 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, participants will be able to describe task force operations through a systematic approach at a CBRNE incident.

Enabling Objective: At the conclusion of this module, the participants will be able to:

- 4-1 Identify the activities that take place at the point of arrival.
- 4-2 State the primary objectives behind task force integration into the Incident Command system at a CBRNE scene.
- 4-3 Identify the basic rules of response for a CBRNE incident.
- 4-4 Identify the operational phases of a CBRNE incident.
- 4-5 Define reconnaissance and the role of the recon team in CBRNE incidents.

Duration: 1.5 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 5: Disengagement and Demobilization

Summary: This module addresses the demobilization plan, the key components of a demobilization plan, and the considerations necessary for disengagement and demobilization.

Instructional Resources Required:

- Module 5 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon completion of this module, participants will be able to develop a demobilization plan for a CBRNE Task Force.

Enabling Objective: At the conclusion of this module the participants will be able to:

- 5-1 Describe considerations necessary to disengagement and demobilization.
- 5-2 Identify and discuss the key components of a demobilization plan.

Duration: 3.0 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 6: Program Sustainment

Summary: This module provides an overview of the fundamentals of task force sustainment. Three major topics of the module are the financial considerations of sustainment, including documentation, personnel training, and financial planning. Additional topics covered are the three routine operational considerations and appropriate procedures for cache maintenance.

Instructional Resources Required:

- Module 6 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, students will be able to outline the fundamentals of task force sustainment and state the importance to stakeholders

Enabling Objective: At the conclusion of this module, the participants will be able to:

- 6-1 Identify and discuss the three areas pertaining to periods of non-deployment that should be addressed in proposals for funding CBRNE Task Forces.
- 6-2 Explain the role that documentation plays in sustainment programs and identify the key sustainment functions requiring documentation.
- 6-3 Identify the training requirements related to periods of non-deployment that should be addressed in proposals for CBRNE Task Force funding.
- 6-4 Discuss basic financial considerations for periods of non-deployment that should be addressed in proposals for CBRNE Task Force funding.
- 6-5 Discuss the routine operational considerations for periods of non-deployment.
- 6-6 Describe the procedures that apply to cache maintenance in non-deployment CBRNE Task Force sustainment programs.

Duration: 2.0 hour

Method of Instruction: Facilitated seminar format in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None

Module 7: Writing a Concept Plan

Summary: This module is designed for participants to work in small groups, engage in discussions and write portions of the concept plan piece by piece. At the end of this module, the students will have a working concept plan that will formulate the basis for follow-on meetings on the development and sustainment of a state/regional CBRNE task force.

Instructional Resources Required:

- Module 7 presentation slides
- Participant Manual
- Computer
- Projector

Terminal Learning Objective: Upon the completion of this module, participants will have drafted the components of a concept plan.

Enabling Objective: There is no enabling objective for this module. The entire module is facilitated group discussions and writing activities to create a Task Force Concept Plan

Duration: 8.0 hour

Method of Instruction: Facilitated group discussions in a classroom environment

Instructor Ratio: 1:15

Required Reading: None

Special Instructions: None